

*COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE*

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
<b>-A-</b>		Affidavits	
Abandoned		Election	3.100
Property	5.180.E	Publication	7.10
Vehicles	11.70.B	Affirmative Action Compliance	15.60.A
Wells	10.310.Q	Age Discrimination in Employment Act	15.190.A
Abatement of Nuisances	11.70.B	Agencies	
Absentee		External	7.120
Ballots	3.30	Federal and State	7.150.A
Voters	3.10	Agenda	
Abstract of Election	3.55.A, 3.140.A	Appointed entities	4.10
Acceptance to Serve – Election Judges	3.60.A	Governing body	8.10
Access Authorizations – Computer	6.50.D	Item summaries	8.10
Access Systems	16.155.A	Packets – convenience copies	
Accession Records – Museum	7.270.F	appointed entities	4.90
Accessory Uses	11.120	governing body	8.170
Accidents		Supporting documentation	
High accident rate locations	10.190.G	appointed entities	4.10
Railroad crossings	10.120.B	governing body	8.10
Reports –	17.90.B	Agreements	7.20
Accounting		Annexation	11.10
Forms – election	3.130	Collective bargaining	15.55
Water decree	10.310.J	Employment	15.20.B
Accounts		Mutual aid	7.20
Payable	5.10	Water	10.310.A
Receivable	5.20	Air Quality	11.70.A
Utility billing	5.360.A	Airport District	7.365
Acquisition of Property	16.10	Alarm	
Activity Reports		False	17.90.J
Building	1.210	Municipal system	6.60
Departments	7.330	Permits	12.30.M
Police	17.90.B	Alcohol Beverage Licensing	12.20.A
Actuarial Reports	15.180.A	Alcohol Test Results – CDLs	15.120.A
ADA Compliance	15.190.A	Alley	
Physical examinations	15.190.C	Improvement districts	5.230.B
Address		Vacations	10.260
Assignments	1.240	Allotment Contracts – Water	10.310
History files	1.10	Ambulance District	7.365
Addresses – State of the City	7.290	Amendments to Schedule	Appendix G
ADEA Compliance	15.190.A	Americans With Disabilities Act	15.190.A
Administrative		Amusement Device Licensing	12.20.D
General	7.140.A, Schedule 7	Analytical Reports – Water and Sewer	10.300.A
Proceedings	7.05	Animal	
Structure of municipality	7.240	Control	17.20
Advertisements		Licensing	12.20.B
Bids	7.10	Protection	17.20
Job opportunities	15.150.A	Annexation	11.10
Advertising Circulars	7.90.D	Election petitions	3.110.A
Advisory Opinions	13.60.A	Maps	7.180, 11.100
Affidavits		Review	11.15
Absentee voter	3.10	Zoning	11.190.A
Candidate	3.40.A	Annual Reports	
		Activity	7.330.A
		Appointed entities	4.110.A
		Budget	5.100.C

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Annual Reports		Associations	
Building activity	1.210.A	Water	7.120
Financial	5.330.A	Attorney	Schedule 13
Fixed assets	5.180.B	Correspondence	7.90
Operations	7.330	Auction	5.180.C
Payroll	15.170.I	Audio Recordings. See <i>Recordings</i>	
Published – municipality	7.300	Audits	5.40.B
Water and sewer treatment	10.300.B	Environmental	10.310.M
Water consumption	10.290.O	Sales tax	5.340.I
Apartment Building Plans	1.80.A	Work papers	5.40.C
Applications		Augmentation Plans	10.310.D
Absentee ballots	3.10, 3.30	Authorities	Schedule 4
Building permits		Governing body as	8.70
issued	1.20.A	Awards	7.40
not issued	1.20.B		
Employment		<b>-B-</b>	
hired individuals	15.150.B	Background Investigations	15.150.C
individuals not hired	15.150.C	Balance Sheets	
background investigation files –		Accounts payable	5.10.B
public safety	15.150.C	Accounts receivable	5.20.B
Jobs	15.150.B	Trial	5.50.J
Sales tax	5.340.I	Ballot	
Vacancies – governing body	8.30	Box receipts	3.130.A
Appointed Entities	Schedule 4	Certifications	3.55.B
Appointments		Draft review	3.55.C
Appointed entities	4.20.A	Issue comments	3.20
member lists	4.55	Measures – lobbying	8.80
unsuccessful applicants	4.20.B	Notice	3.90
Governing body	8.30	Ballots	3.30
Scheduling	7.90.A	Mail	3.65
Appraisals	16.10	Unused replacement	3.65.A
Approval Request Form	Appendix C	Bank	5.50
Aquifers	10.310.F	Court-maintained accounts	5.50
Archeological Sites	9.05	Investments	5.260.A
Architectural Renderings	7.180	Statements	5.50.B
Parks	16.120	investments	5.260.A
Archival Records	Schedule 9	Bankruptcy	5.55
Arson		Banners	1.220
Arrests	17.90.A	Barricades	10.190.F
Case files	17.70.J, 17.90.B	Basin	
Articles – Copies	7.140.D	Plans	7.380
"As-Built" Drawings		Stormwater	11.90.A
General	7.180	stormwater plans	11.130
Infrastructure systems	10.90	Bench Marks – Street	10.200.A
Municipal facilities	7.180	Benefits – Employee	15.40
Utility features	10.250.B	Plan selections	15.70
Utility systems	10.90	Plans	15.40.B
Asbestos		Reports	15.40.C
Exposure	15.120.C	Bicycle Licensing	12.20.C
Removal permits	12.30.A	Bids	
Assault Cases	17.90.A, B	Accepted	5.300.E
Assessment Rolls – Improvement Districts	5.230.A	Advertisement	7.10
Associations		Rejected	5.300.E
External	7.120		
Professional	7.200		

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Bids		Bridge	
Solicitations	5.300.I	Projects	7.280.A
Specifications	5.300.I	Brochures – Municipal	7.300
State list	5.300.J	Budget	
Unsolicited	5.300.E	Adopted	5.100.A
Billboards	1.220	Preliminary	5.100.B
Billing	5.20	Reports	5.100.C
Legal counsel	5.10	Work papers	5.100.D
Utility	5.360	Building	
Bills		Activity reports	
Of sale	6.30	annual	1.210.A
Paid	5.10.C	monthly	1.210.B
State or Federal	7.150.A	Board case files	1.50
Blood-Borne Pathogen Exposure	15.120.C	Board of Adjustment	1.50, Schedule 4
Blood Testing Reports	17.90.H	Board of Appeals	1.50, Schedule 4
Board of Trustees	Schedule 8	Codes	7.60.A
Boards and Commissions	Schedule 4	Damage	16.110.B
Boilers	6.60	Historic	1.160
Bond Issues		Inspection	1.150
Bond anticipation notes	5.80.A	Materials – alternative	1.50
Bonds – paid	5.80.C	Municipal	16.30
Coupons – paid	5.80.C	Permits	1.30.A
Files	5.80.A	applications	1.20
General obligation	5.80.A	issued	1.20.A
Industrial development revenue	5.80.A	not issued	1.20.B
Ledgers	5.80.D	fee collection	5.20.C
Notes – paid	5.80.C	Plans	1.80
Proceedings books	5.80.B	Projects – municipal	7.280.A
Refunding	5.80.A	Public	1.80.A
Registers	5.80.D	Records – general	Schedule 1
Revenue	5.80.A	Registers	1.190
Special improvement	5.80.A	Regulations	11.150
Water	5.80.A	Security	16.155
Bonds		Standards	7.320
Capital project	7.280.A	Structure inspection	1.150
House moving	12.10	Unsafe	1.150
Labor and materials	7.280.A	Violations	1.250
Licenses	12.10	Burning Permits	12.30.C
Payment	7.280.A	Bus Service	10.240
Performance	7.280.A	Route maps	10.240.A
Permits	12.10	Business	
Public official	15.50	Fire inspections	17.70.I
Savings	5.260.G	Historical records	9.20
Specimen	5.80.A	Licensing	12.20.D
Street cutting	12.10	Listings	12.40.B
Tree trimming	12.10	Bylaws	
Book Requisitions	7.270.E	Appointed entities	4.40
		Governing body	8.40
		<b>-C-</b>	
Boundary Maps		Cable Television Service	
Alcohol beverage licensing	12.20.A	Encroachments	12.30.H
Annexations	11.10	Franchises	5.190
Municipal	7.180	CAD Drawings	7.180
Bridge		CAFR	5.40.B
County program	5.210.D		
Inspections	10.190.A		
Inventory	10.190.A		

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Calendars	7.90.A	Charter	7.50
Call Sheets – Rescues	17.70.B	Initiative petition	3.110.C
Campaign Reports		Proceedings	7.50.A
Candidate affidavits	3.40.A	Published	7.50.B
Committee statements	3.40.B	Charts	7.180
Contribution, expenditure reports	3.40.C	Checks	
Candidate		Cancelled	5.50.C
Affidavits	3.40.A	Duplicate copies	5.50.C
Committees	3.40.B, C	Register	5.50.C
Capital Improvement Projects	7.280.A	Stubs	5.50.C
Reports	7.380	Voided	5.50.C
Cartographic Records	7.180	Chemical	
Case		Applications	16.110.A
Files		Blood testing reports	17.90.H
Building Board	1.50	Exposure	15.120.C
fire	17.90.B	Material safety data sheets	15.120.E
Cash Books	5.20.C	Christmas Lighting	7.110
Utility billing	5.360.D	Chronological Reading Files	7.90.C
Cash Register Validation Tape	5.20.D	Public Entity Risk Sharing Pool	5.240.C
Catalogs		Citizenship Verification	15.130
Library	7.270.E	City Council	Schedule 8
Trade	Appendix A	Civil	
Vendor	7.140.D	Actions	13.70
CCIC Teletypes	17.90.Q	Defense	17.50.A
CDBG	5.220.C	Claim	5.240.B
CDOT – See <i>State – Highway Department</i>		Employee insurance	15.40.D
Celebrations	7.110	Medical records	13.30.A
Census	11.20	Notices of	13.30
Data	11.20.A	Reports	5.240.B
Reports	11.20.B	Clerical Manuals – Routine	7.260.A
Ceremonies	7.290	COBRA Compliance	15.40.A
Proclamations	8.180	Code	
Certificates		Adopted by reference	7.60.A
License issuance	12.20.F	Books	7.60.B
Money market	5.260.E	Enforcement – Police (reserved)	17.90.C
Of deposit	5.260.B	International	7.60.A
registers	5.260.C	Supplements	7.60.B
Of insurance	5.240.A, 7.280.A	Uniform	7.60.A
Of occupancy	1.60	Codification of Ordinances	7.60.B
Signature – Mayor	8.210	Collective Bargaining	15.55
Votes cast	3.50.A	Colorado Department of Transportation –	
Zoning	11.190.C	See <i>State – Highway Department</i>	
Certifications		Commendations	15.70
Ballots	3.55	Commercial	
Election	3.50	Building plans	1.80.A
Petition	3.110.B	Driver's license	15.120.A
Certified		Standards	11.150
Mail – return receipts	7.160.A	Commissions	Schedule 4
Statement – persons elected	3.50.B	Committees	
Challenges – Election	3.100	Candidate	3.40.B
Change Orders	7.280.A	Election	3.40.B
Charge Slips	5.10.D	Governing body	8.45
Charity Fund Drives	7.140.B	Internal	
		ongoing	7.70.A

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Committees		Construction	
Internal		Methods – alternative	1.50
special	7.70.B	Municipal projects	7.280.A
Issues	3.40.B	Projects	7.280.A
Communication		Records – general	Schedule 1
Encroachments	12.30.H	Standards	7.320
Franchises	5.190	Consumer Confidence Report	10.300.C
Licenses	6.40	Contested Elections	Schedule 3
Projects	7.280.A	Contractor's Licenses	12.20.E
Tower permits	12.30.D	Contracts	7.20
Community		Capital project	7.280.A
Development block grant	5.220.C	Collective bargaining	15.55
Events	7.110	Employment	15.20.B
General – significant early	9.20	Contribution and Expenditure Reports	3.40.C
Groups – early	9.20	Controlled Substance Test Results, CDLs	15.120.A
Histories	9.10	Coordinated Election	
Police relations	17.90.D	Abstracts of votes	3.55.A
Compensation Plans	15.170.B	Ballot certifications	3.55.B
Complaints	7.80	Ballot review drafts	3.55.C
Compliance		Copper Content – Drinking Water	10.300.A
Certificates – records destruction	7.340	Copies – "Read Only"	7.90.D
Regulatory requirements	15.60	Copyright Records	9.130
Comprehensive Plan	11.130	Correspondence	7.90
Computer		Attorney	7.90
Aided design drawings	7.180	Corridor Plans	11.130
Backup documentation	6.50.A	Council	Schedule 8
Maintained records	7.100.A	County	
Maintenance	6.50.B	Maps	7.190
Network	6.50.E	Road and bridge program	5.210.D
Output – preliminary verification	7.410	Treasurer's reports	5.330.E
Program	6.50.C	Court	Schedule 14
Security	6.50.D	Proceedings	13.70
Software	6.50.G	Water	10.310.A
System	6.50	Crane Work – Public Way	12.30.T
Wiring	6.50.E	Credit	
Concealed Weapons Permits	12.30.E	Card	
Conceptual Review	11.30	records of cards held	5.10.E
Condemnations	16.10	statements	5.10.D
Conditional Uses	11.120	Union payroll deductions	15.170.C
Conference Materials	7.400	Criminal History	
Confiscated Property	5.180.E	Check log sheets	17.90.P
Confined Space Entry Permits	12.30.F	Files	17.90.G
Conflict of Interest Disclosure Statements	8.100.A	Crossings – Railroad	10.120.B
Connections – Utility	10.250.E	Crosswalks	10.190.D
Disconnections	10.250.D	Cultural Programs	7.270
Conservancy Districts	10.310.H	Custodial Service Requests	7.140.B
Conservation			
Trust Fund	5.210.D	<b>-D-</b>	
Water	10.290.P		
Construction		Daily Reports	7.330.B
Capital Projects	7.280.A	Damage	
Drawings and plans		Assessment – disaster	17.50.B
nonresidential	1.80.A		
residential	1.80.B		

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Damage		Disclosure Statements	
Municipal property	16.110.B	Financial	8.100.B
Dams	10.310.C	Disconnection – Utilities	10.250.D
Projects	7.280.A	Dispatch	
Data Files and Datasets, GIS	7.180.A	Logs	17.90.P
Decrees, Water	10.310.J	Recordings	17.105
Dedications		Disposition of Property	5.180.E
Property acquisition	16.50	Distribution Lists	7.160.C
Water rights	10.310.A	District	
Deductions		Boundary maps – election	3.70, 7.180
Credit union	15.170.C	Election	3.70
Payroll	15.170.A	Fire protection	7.365
Deeds		Historic	1.160
Property acquisition	16.50	Improvement	5.230
Defective Ballots	3.30	Library	7.365
Deferred		Maps	7.180
Compensation plans	15.40.B	Recreation	7.365
Delinquent Sales/Use Tax Notices	5.340.I	Special	7.365
Demolition		Water conservancy	10.310.H
Capital projects	7.280.A	Ditch	10.310.B
Permits	1.30.B	Documentation – General	7.90
Work in public way	12.30.T	Donation Records – Museum	7.270.F
Demonstrations – Traffic Impact	10.190.F	Downtown Redevelopment Projects	7.280.A
Demotions	15.70	Drafts	7.90.D
Deposit		General	7.410
Pass book	5.50.E	Preliminary	Appendix A
Receipts – meters	5.360.F	Drainage	
Security – utility service	5.360.I	Histories – streets	10.200
Slips	5.50.F	Improvements	7.280.A
Depreciation – Fixed Assets	5.180.D	System	11.90
Descriptions – Job	15.150.E	Drawings	
Design		As-built	10.250.B
Capital projects	7.280.A	Computer system network	6.50.E
Drawings	7.180	Construction	
Destruction of Records	Appendix E	nonresidential	1.80.A
Development	11.30	residential	1.80.B
Plats and plans	7.180	Design	7.180
Proposals – not approved	11.40	General	7.180
Review	11.45	Infrastructure systems	10.90
Vested rights	11.170	Parks	16.120
Digital Images of Historic Value	9.100	Railroad crossing	10.120.B
Direct Deposit Reports	15.170.D	Utility location	10.250.G
Directives	7.260	Utility system	10.90
Disaster		Drilling Structures	11.70.A
GIS back-up recovery	7.180.A	Drinking Water – See <i>Water and Sewer System</i>	
Incidents	17.50.B	Driver Vehicle Inspection Reports	6.110.A
Response planning	17.50.A	Driver's License	
Warning systems	6.60	Commercial	15.120.A
Discharge Permits – Wastewater	10.300.E	Verification	15.65
Disciplinary Actions	15.70	Drug Testing	15.120.A, B
Disclosure Statements		Dump Tickets	10.150.A
Conflict of interest	8.100.A	Duplicate Copies	
		Administrative	xvii
		Convenience	xvii

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<b>-E-</b>		Emergency Services Records	
Easement		Reports	17.90.W
Access	16.60.B	Eminent Domain	16.10
Construction	16.60.B	Employee	
Permanent	16.60.A	Benefits	15.40
Temporary	16.60.B	Active	15.70
Vacation	10.260	Driver's license verification	15.65
Economic Development	11.60	Insurance claims	5.240.D
Incentives	11.60.A	Loans by municipality	5.280.A
Plans	11.130	Longevity report	15.170.E
Policies	7.260.C	New hire reporting compliance	15.60.F
EEOC Compliance	15.60.A	On-call schedule	15.300.A
Election	Schedule 3	Seasonal	15.80
Abstract	3.55.A, 3.140.A	Temporary	15.80
Accounting statement	3.130.B	Terminated	15.70
Certification	3.50	Verifications	15.85
Contested	Schedule 3	Volunteer	15.290.A
Coordinated	3.55	Employment	
Judges	3.60	Applications	15.150.B
acceptance to serve	3.60.A	not hired	15.150.C
expense statements	3.60.B	Contracts	15.20.B
instructions	3.60.C	Eligibility verification form I-9	15.130
lists	3.60.D	Verifications	15.85
oaths	3.100	Encroachment Permits	12.30.H
statements	3.130.B	Utility lines	12.30.H
Election (cont'd)		Engineering	
Mail ballot	3.65	Capital projects	7.280.A
Maps	3.70	Drawings	7.180
Notices	3.90	Street	10.200
Petitions	3.110	Enterprise	
Surveillance recordings	3.135	Board	8.70
Tabulation test results	3.140.B	Zone	11.60.C
Tally list	3.140.C	Entities Appointed by Municipality	Schedule 4
Electrical Code	7.60.A	Entry Logs	16.155.B
Electricity Service		Envelope	7.160.B
Agreements	7.20	Absentee ballot return	3.10
Billing	5.360	Environment	11.70
Connection	10.250.E	Monitoring	11.70.A
Disconnection	10.250.D	Equal Employment Opportunity (EEO)	15.60.A
Franchise	5.190	Equipment	Schedule 6
Meters	5.360.F	Crime lab	17.90.F
Electronic		General	6.60
Mail	7.100.B	Inspection, maintenance	6.110.B
Records	7.100	Office	6.130
Elevations – Bench Marks	10.200.A	Public safety	17.60.B
Elevators – Municipal	6.60	Warranties	6.210
Emergency		Water and sewer system	10.300.F
Incidents	17.50.B	Escrow Accounts	5.160
9-1-1	17.60.A	Estimates – Tentative	5.380
Operations	17.50.A	Evaluations	15.70
Planning	17.50.A	Events	7.110
Emergency Services Records		Traffic impacts	10.190.F
False alarms	17.90.J	Evidence	
General orders	17.90.L	Audits	17.90.H
Grants	5.220.C	Logs	17.90.H
Logs	17.90.P		

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Physical – not covered by Schedule	17.90.H	Schedules	5.150.A
Property reports	17.90.H	Feedlots	11.70.A
Release	17.90.H	Fence	
Tags	17.90.H	Damage	16.110.B
Examinations		Permits	12.30.L
Employment	15.150.D	Fertilizer Use	16.110.A
Examinations		Festivals	7.110
Polygraph – employment	15.150.F	FICA Reports – Quarterly	15.170.I
Excavation Permits	12.30.I	Field	
Excise Tax	5.210.B	Purchase orders	5.300.H
Executive Sessions		Survey notes	7.180
Recordings		Financial	Schedule 5
appointed entities	4.105.A	Disclosure statements	8.100.B
governing body	8.185.A	Guarantees	5.160
Exempt Employees	15.170.A	Reports	5.330
Exemptions	11.160	Finding Aids	
Water and sewer treatment	10.300.M	Library catalogs	7.270.E
Exhibits Referenced in Minutes		Maps and drawings	7.180
Appointed entities	4.60	Records	7.310
Governing body	8.110	Fire	
Exit Logs	16.155.B	Alarm permits	12.30.M
Expenditure Reports		Arson intelligence files	17.70.J
Campaigns	3.40.C	Call sheets	17.70.H
Departments	5.330.G	Code	7.60.A
Elections	3.40.C	Board of Appeals	1.50
Expenses		District	7.365
Election judges	3.60.B	Hose tests	17.70.C
Employees	5.10.F	Hydrants	17.70.C
Travel	5.10.F	Incident reports	17.70.H
External Groups and Agencies	7.120	Inspections	17.70.I
		Insurance rate maps	7.180
		Investigations	17.70.H
<b>-F-</b>		Prevention	17.70.H
		Protection	17.70
Facility		districts	7.365
Capital projects	7.280.A	Pumper tests	17.70.C
Use	7.270.B	Run sheets	17.70.H
permits	12.30.K	S.A.R.A. Tier II reports	17.70.L
reservations	7.270.B	Service requests	17.70.K
Facsimile Transmissions	7.90	Suppression	17.70.H
Logs	7.140.B	Fire Department (if IFC is Adopted)	
Fair Campaign Practices Reports	3.40	Approval and variance records	17.75.A
Fairs	7.110	Fire records	17.75.B
False Alarms	17.90.J	Inspection records	17.75.C
Family and Medical Leave Act	15.190.B	Statistical records	17.75.D
FCC Licenses	6.40	Firearms	
Federal		Authorization to carry	17.90.GG
Bills – proposed	7.150.A	Maintenance	17.90.GG
lobbying	8.80	Qualification	17.90.GG
Excise tax	5.210.B	Unrecovered	17.90.B
Fee		Fireworks Permits	12.30.J
Cash books, receipts, reports	5.20.C	Fixed Assets	5.180
Collection	5.20	Fleet	Schedule 6
GIS records	7.180.A	Flood Control District	7.365
Impact	5.20	Flood Insurance Rate Maps	11.90.A

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Flooding		Governing Body	Schedule 8
General	11.90.B	As other decision-making body	8.70
Histories	11.90.B	Committees	8.45
Floodplains		Members	8.100
Basins	11.90.A	list	8.90
Building permits in	1.30.D	removal from office	8.190
General	11.90.A	Government	
Permits – building	1.30.D	Instructions for completing forms	5.210.C
Regulations	7.320, 11.150	Revenue programs	5.210
Standards	7.320, 11.150	Grades – Street	10.200
Floodways	11.90.A	Grant	
FMLA Compliance	15.190.B	Audit	5.40
Foreclosure	5.55	From municipality	5.220.B
Forgery Cases	17.90.A, 17.90.B	Reports	5.220.D
Forms		Supporting documentation	5.220.E
Blank	7.130	To municipality	5.220.C
Government	5.210.C	Grass Control	11.70.B
Fourth of July Celebration	7.110	Gravel Pit Reclamation	11.70.A
Franchises	5.190	Grievances	15.110
Frequently Asked Questions	Appendix F	Groups – External	7.120
Fuel		Guarantees – Financial	5.160
Oil storage	11.70.D	<b>-H-</b>	
Usage, records	6.70		
Funds		Handbooks	
Conservation Trust	5.210.D	General	7.260
Establishment	5.200.A	Policies and procedures	7.260.C
Seizure	17.90.Z	Hazardous Materials	
Trust	5.200.B	Asbestos removal permits	12.30.A
<b>-G-</b>		Exposure	15.120.C
		Incident prevention reports	17.80.B
Garnishments	15.170.F	Industrial contamination	11.70.A
Gas		Investigations	17.80.D
Company encroachment permits	12.30.H	Registration	17.80.D
Connections	1.10.A	Spills	17.80.D
Drilling permit reviews	11.70.A	Underground storage tanks	11.70.D
Service franchise	5.190	Health	
Gasoline Storage Tanks	11.70.D	Insurance – employees	15.40.A
General		Personnel	15.120
Documentation	7.90	Heating Systems – Municipal	6.60
Improvement District Board	8.70	Herbicide Use	16.110.A
Ledger	5.270.A	HIPAA Release of Information Authorization	15.120.D
Orders – police	17.90.L	Historic	
Generator Equipment	6.60	Buildings	1.160
Geographic Information Services (GIS) Records	7.180.A	Designations	1.160
Geographic Information System Maps	7.180	Districts	1.160
Gift Register – Library	7.270.E	Events	7.90.B
GIS Maps	7.180	Historical	
GIS	7.180.A	Records	Schedule 9
Back-ups for disaster recovery	7.180.A	archeological sites	9.05
Glossary	Appendix B	collections	7.270.F
Goals		older than 1900	9.110
Appointed entities	4.50	photographic	9.100
Governing body	8.60	Sites	9.05
		Society	7.120
		Histories	

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Community	9.10	Business	17.70.I
Departments	9.10	Equipment	6.110.B
Drainage	10.200	Fire Department	17.75.C
Map	7.180	Fire prevention	17.70.I
Municipal	9.10		
Histories		Inspection	
Parks	16.120	Mobile home	1.150.D
Home Occupation Permits	12.30.P	Municipal property	16.110.C
Homicides	17.90.A, B, C	Sand traps	10.300.F
Honors	7.40.A, B, G	Schools	17.70
Housekeeping Files	7.140.B	Storage tanks	11.70.D
Housing		Structure	1.150.A
Assistance grants	5.220.C	Trailer	1.150.D
Authority	Schedule 4	Unsafe buildings	1.150.E
governing body as	8.70	Vehicles	6.110
Plans	11.130	Water storage	10.290
Rehabilitation projects	7.280.A	Instructional Materials – Published	7.300
grants	5.220.C	Training – external	7.400
How to Use Schedule	xvii	Instructions	
HUTF	5.210.D	Election judges	3.60.C
HVAC Systems	6.60	Government forms	5.210.C
		Procedures and policies	7.260.C
		Insufficient Petitions	3.110.E
<b>-I-</b>		Insurance	
I-9 Forms	15.130	Certificates	5.240.A
Impact Fees – Collection	5.20	Claims	5.240.B
Improvement Districts	5.230	Employee	15.40.A
Incentives – Economic Development	11.60.A	claim records	5.240.D
Incidents		Policies	5.240.E
Disaster	17.50.B	Unemployment	15.280
Fire	17.70.H	Workers' compensation	15.310
Rescue	17.70.H	Intellectual Property	9.130
Incorporation – Municipality	9.50	Intelligence Files	
Independent Expenditure Reports	3.40.C	Arson	17.70.J
Indexes		Police	17.90.M
Records	7.310	Intergovernmental Agreements	7.20
Individual Retirement Accounts (IRAs)	15.40.B	Interlibrary Loan	7.270.E
Industrial		Internal Affairs Investigations	17.90.N
Building plans	1.80.A	International Codes	7.60.A
Contamination	11.70.A	International Fire Code	17.75
Development revenue bonds	5.80.A	Intersections – Engineering	10.200
Pretreatment permits	10.300.G	Interviewing Procedures	15.200.A
Information		Inventories	
Requests – routine	7.80	Bridges	10.190.A
Infrastructure	Schedule 10	Building	5.180.G
Initiative Petitions	3.110.D	Equipment	6.90
Injury Reports	15.310	Fleet	6.90
Inlet Inspections	1.150.A	Fixed assets	5.180.G
INS Form I-9	15.130	Furniture	5.180.G
Inspection		Property	5.180.G
Agencies	1.150.B	Real estate	5.180.G
Building	1.150.A	Software	6.50
		Vehicles	6.90
		Investigations	
		Fire	17.70.H

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Hazardous materials	17.80.D	Leases	16.100
Internal affairs	17.90.N	Leave	15.170.G
Public safety applicants, not hired	15.150.C	FMLA Compliance	15.190.B
Investments	5.260		
Bank statements	5.260.A	Ledgers	
Policies	7.260	Bond issue	5.80.D
Reports	5.260.F	Building permit	1.190
Invoices		Financial	5.270.A
Accounts payable	5.10.C	General	5.270.A
Irrigation Companies	10.310.B	Journal entries	5.270.B
Issues Committees	3.40.B, C	Payroll	15.170.K
		Subsidiary financial	5.270.C
<b>-J-</b>		Legal	
Job		Counsel	Schedule 13
Advertisements	15.150.A	Opinions	13.60
Applications	15.150.B	advisory	13.60.A
Descriptions	15.150.E	Publications	7.10
Examinations	15.150.D	Research files	13.70
Records – general	15.150	Legislation	
Specifications	15.150.E	External	7.150.A
Journals		Lobbying	8.80
Cash receipt	5.360.D	Letters of Credit	5.160
Entries	5.270.B	Liability Waivers	7.270.D
Financial	5.270	Library	
Subsidiary financial	5.270.C	Circulation	7.270.E
Transaction – sales and use tax	5.340.I	Districts	7.365
Utility billing	5.360.C	Material	Appendix A
Judges		Patron registration	7.270.E
Election	3.60	Records	7.270.E
Junk	11.70.B	Support group	7.120
		License Agreements – Railroad	10.120.A
<b>-K-</b>		Licenses	Schedule 12
Key Distribution	7.140.B	Certificates	12.20.F
		Contact list	12.40.A
		Liquor	12.20.A
		List	12.40.B
<b>-L-</b>		Places of entertainment	12.20.D
Lakes	10.310.C	Sales tax	5.340.I
Projects	7.280.A	Lie Detector Tests	17.90.B, H
Land Use Code Violations	11.180.A	Liens	5.160
Land Use Records	Schedule 11	Lighting – Street	10.190.Q
Landfill		Limousine Driver Licenses	12.20.D
Locations	10.150.B	Liquor Licenses	12.20.A
Monitoring	11.70.A	Lists	
Landmark Designations	1.160	Absentee voter	3.10
Lawsuits	13.70	Appointed entities	4.55
Potential – claims	13.30	Business owners contact	12.20
medical records	13.30.A	Current business licenses	12.40.B
Lead		Distribution	7.160.C
Content – drinking water	10.300.A	Election judges	3.60.D
Exposure	15.120.C	Fixed assets	5.180.F
Leaflets	7.300	Governing body members	8.90
Lease-Purchase	5.300.F	License holders	12.40.A
		Mailing	7.160.C
		Mayors	8.90

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Members of appointed entities	4.55	General	7.170
Permit holders	12.40.B	GIS	7.180.A
Polls	3.120.B	Informational	7.190
Records	7.310	Infrastructure	10.90
Vendors	5.300.K	Land use	11.100
Litigation	Schedule 13	Transportation routes	10.240.A
Case records	13.70	Maps	
Major	13.70.A	Utility systems	10.90
Minor	13.70.B	Master Plans	11.30
Pending	xv	Material Safety Data Sheets	15.120.E
Loans		Mayor	
By municipality	5.280.A	Lists	8.90
Employee, other purposes	5.280.A	Signature certificates	8.210
Public Improvements	5.280.B	Mechanical	
Routine	5.280.C	Code	7.60.A
Lobbying – Legislative	8.80	Systems – municipal	6.60
Locates – Utility Line	16.165	Media – Records Storage	xv
Logo – Municipal	9.130	Mediator, Arbitrator Records	15.55
Logs		Medical Records	
Facsimile transmissions	7.140.B	Employees	15.190
Police	17.90.P	Personal injury claims	13.30.A
Telephone	7.140.B	Meeting	
Lottery Funds	5.210.D	Clerk's Notes – governing body	8.120
<b>-M-</b>		Notices	
Mail Ballot Election Records	3.65	appointed entities	4.70
Mailed Ballots	3.30	governing body	8.130
Mailing		Notification lists	7.160.D
Lists	7.160.C	Recordings	
Records	7.160.E	appointed entities	4.105
Undeliverable	7.160.F	executive sessions	4.105.A
Maintenance		governing body	8.185
Contract – CDOT	10.170	open meetings	4.105.B
Equipment	6.110.B	study sessions	4.105.C
Municipal property	16.110.C	Members	
Valves – water and sewer	10.290.N	Appointed entities list	4.55
Vehicles	6.110.B	Governing body	8.100
Manholes	10.250.G	lists	8.90
Manuals		Memberships	7.200
Clerical – routine	7.260.A	Memoranda – Staff	8.170
Equipment	6.120	Memorandum of Understanding	7.20
External	7.260.B	Merit Systems	15.170.B
Manuals (cont'd)		Meter	
General	7.260	Books	5.360.F
Instruction	7.260	Calibration and testing	5.360.F
Operations	7.260	Deposit receipts	5.360.F
Policies and procedures	7.260.C	Installation	5.360.F
Safety	15.120.H	Inventory	5.360.F
Vehicles	6.120	Locations	5.360.F
Maps		Maintenance	5.360.F
Annexation	11.10, 11.100	Orders	5.360.F
Development	11.100	Reading	
Election	3.70	exception reports	5.360.F
Fire insurance rate	7.180	sheets	5.360.F
Flood insurance rate	11.90.A	Repair	5.360.F
		Metropolitan Districts	7.365

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Mileage Reimbursements	5.10.F	Withdrawal	3.80.C
Mined Land Reclamation	11.70.A	Nonconforming Uses	11.120
Minor Subdivisions	11.30	Non-records	Appendix A
Minutes		Notes	
Appointed entities	4.60	Desk	7.90.D
Minutes		Rough	7.410
Boards and commissions	4.60	financial	5.380
Governing body	8.110	Scheduling and planning	7.90.A
Mobile Home		Taken at governing body meetings	8.120
Inspection reports	1.150.D	Transcribed	Appendix A
Standards	7.320	Notices	
Money Market Certificates	5.260.E	Election	3.90
Monthly Reports	7.330.C	Final settlement – projects	7.280.A
Appointed entities	4.110.B	Meetings	
Budget	5.100.C	appointed entities	4.70
Building activity	1.210.B	governing body	8.130
Financial	5.330.G	To proceed	7.280.A
Revenue distribution	5.340.B	Water and sewer treatment	10.300
Monumentation	10.200.A	Water use restrictions	10.290.P
Mosquito Control	11.70.A	Notification Lists	7.160.D
Motion Pictures		Nuisances – Land Use	11.70.C
Historic value	9.100	Abatement Records	11.70.B
Public relations	7.290		
Motor Vehicle Sales Tax Receipts	5.340.I	<b>-O-</b>	
Motorcades – Traffic Impact	10.190.F	Oaths	
Museum		Appointed entities	4.80
Accessions	7.270.F	Election	3.100
Donations	7.270.F	Election judges	3.100
Material	Appendix A	Employees	15.160
Records	7.270.F	Governing body	8.140
Support group	7.120	Objections	
Mutual Aid Agreements	7.20	General	7.80
Mylars – Maps, Plats, Drawings	11.100	Nominations	3.80.A
<b>-N-</b>		Occupation Taxes – Franchisees	5.190
		Occupational Safety and Health Act	15.190.C
		ODPs	11.30
Natural Gas Service Franchises	5.190	Office Equipment	6.130
NCIC Teletypes	17.90.Q	Oil Drilling	
NCWCD	10.310.H	Permit reviews	11.70.A
Negatives – Evidence Photographs	17.90.B	Older Records – Before 1900	9.110
Negotiation Records	15.55	On-Call Schedules	15.300.A
Network – Computer	6.50.E	Open Meetings	
New Hire Reporting Compliance	15.60.F	Recordings	
News		appointed entities	4.105.B
Clippings	9.120	governing body	8.185.B
Releases	7.230	Open Records Requests	7.235
Newsletters – Municipal	7.300	Opinions – Legal	13.60
Newspapers – Local	9.90	Organization	
NIBRS Reports	17.90.W	Charts	7.240
Nominations	3.80	External	7.120
Petitions	3.110.F	Files	7.240
objections	3.80.A	Orientation Information – Governing Body	8.160

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
OSHA Compliance	15.190.C	Floodplain building	1.30.D
Overall Development Plans	11.30	Gas company	12.30.H
		Industrial pretreatment	10.300.G
<b>-P-</b>		Permits	
Packets – Convenience Copies		Issued to municipality	12.35
Appointed entities	4.90	List	12.40.B
Governing body	8.170	Park use	7.270.B
Pamphlets	7.300	Project	7.280.A
Parade		Sewer tap	10.290.K
Traffic impacts	10.190.F	Sign	1.220
Paratransit Services	10.240	Sludge application	10.300.L
Route maps	10.240.A	Special event and use	12.30.X
Parking	10.190.J	Street cuts	12.30.Y
Space assignments	7.140.B	Telephone company	12.30.H
Ticket receipts	5.20	Underground storage tank	12.30.BB
Variances	11.160	Use	12.30.CC
Parks	16.120	Water tap	10.290
Damage	16.110.B	Wells	10.310.R
Projects	7.280.A	Work in public way	12.30.T
Use permits	7.270.B	Permitted Uses	11.120
Passwords – Computer	6.50.D	Personnel	
Pay		Policies	7.260.C
Basis of	15.170.A	Records – general	Schedule 15
Estimates – project	7.280.A	Pesticide Use	16.110.A
Plans	15.170.B	Petitions	
Payment Bonds	7.280.A	Annexation	11.10
Payroll		election	3.110.A
Records	15.170	Certification	3.110.B
employee longevity	15.170.E	Election	3.110
Register – year-end	15.170.K	Initiative	3.110.D
Reports	15.170.I	Insufficient	3.110.E
Taxes	15.170.J	Nomination	3.110.F
Pension		objections	3.80.A
Actuarial reports	15.180.A	withdrawal	3.80.C
Awarded	15.180.B	Nonbinding	7.80
Boards	Schedule 4	Protests	3.110.G
Plans	15.40.B	Recall	3.110.H
Retirement files	15.180.D	Rezoning	11.190.B
Performance Bonds	7.280.A	Zoning	11.190.A
Periodicals	7.140.D	Petty Cash	5.10.H
Permits	Schedule 12	Photographs	
Asbestos removal	12.30.A	Aerial	7.180.A
Building	1.30.A	Disaster incident	17.50.B
floodplain	1.30.B	Historical	9.100
Burning	12.30.C	Parks	16.120
Communication tower	12.30.D	Scrapbooks	9.120
Confined space entry	12.30.F	Sister City Program	7.270.I
Contact list	12.40.A	Photomaps	7.180
Discharge	10.300.E	Physical Records – Employees	15.190
Encroachment	12.30.H	Pioneer Days Event	7.110
Excavation	12.30.I	Planametric Maps	10.90
Facility use	7.270.B, 12.30.K	Planned Unit Developments	11.30
Fence	12.30.L	Planning and Zoning Board	Schedule 4
Fire alarm	12.30.M	Planning Records	Schedule 11
		Plans	
		Affirmative action	15.60.A

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Basin	7.380, 11.90	Projections	11.20.A
stormwater basin	11.90.A	Statistics	11.20.A
Benefit	15.40.B	Studies	7.380
Plans		Power Generators	6.60
Comprehensive	11.130	Precedents	
Construction	1.90	Legal	13.70
Corridor	11.130	Set	7.90.B
Development	11.30	Precinct Maps	3.70, 7.180
Emergency	17.50.A	Preliminary Versions	7.410
General	7.380	Drafts	7.90.D
Housing	11.130	Press Releases	7.230
Land use	11.100, 11.130	Printer Output – Preliminary Verification	7.410
Long range	11.130	Procedures	7.260
Pension	15.40.B	Building	7.260
Regional	11.130	Cemetery	7.260
Stormwater	11.130	Fire	7.260
Strategic	11.130	General	7.260.C
Streetscape	11.130	Interviewing	15.200.A
Transportation	11.130	Personnel	7.260.C
system	7.380	Police	7.260
Urban growth area	11.130	Recruitment	15.200.A
Utility	11.130	Safety	15.120
Plant Investment Fee		Standard operating	7.260
Collection	5.20	Proclamations	8.180
Policy	10.310.L	Professional	
Plats	11.30	Association memberships	7.200
Development	7.180, 11.100	Services agreements	7.20
overall development	11.100	Program	
vacation of	11.30	Administration	7.140.A
Land use	11.100	Development	7.140.C
Pleadings	13.70	Flyers	7.270.G
Plumbing Code	7.60.A	Records – general	7.270
		Use	7.270.B
Policies	7.260	Projects	
Building	7.260	See also Specific Types of Projects; i.e., <i>Dam</i>	7.280
Cemetery	7.260	Capital	7.280.A
Development	7.140.C	Control files	7.280.A
Fire	7.260	Information technology	7.280.B
General	7.260.C	Noncapital	7.280.C
Insurance	5.240.E	Prominent Individuals	9.20
Investment	7.260	Promissory Notes	5.160
Personnel	7.260.C	Promotions	15.70
Police	7.260	Proof Roll Inspections	1.150
Purchasing	7.260	Proofs of Publication	7.10
Risk management	7.260	Property	Schedule 16
Safety	7.260	Acquisition	16.10
Water	10.310.L	Auctions	5.180.C
Poll		Disposal	5.180.E
Books	3.120.A	Real estate transfer tax records	5.340.H
Lists	3.120.B	Rights – vested	11.170
Signature forms	3.120.D	Property (cont'd)	
Sites	3.120.C	Sale	16.150
Pollution	11.70.A	Surplus	5.180.H
Polygraph Exam Records		Taxes	5.340.G
Employment	15.150.F	Transfer	16.150
Routine	15.150.G		
Population			

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Unclaimed	5.180.E	Reading Files	7.90.C
Unlawful destruction	17.90.H	Rebate Program Records	5.315
Proposals		Recall Petitions	3.110.H
Bids	5.300.E	Receipts	
Published	7.300	Building permit fees	5.20
Protests – Election Petitions	3.110.G	Election materials	3.130.A
Public		Fees paid	5.20
Buildings – construction drawings	1.80.A	General	5.20
Improvement Loans	5.280.B	Improvement district assessments	5.230.C
Relations	7.290	Meter deposit	5.360.F
Safety	Schedule 17	Reciprocal Borrowing Sheets	7.270.E
Utilities Commission hearing	10.120.B	Reclamation	
Files	13.70	Gravel pit	11.70.A
Works projects	7.280.A	Mined land	11.70.A
Publications		Recognition, Volunteers	15.290.A
Bills paid	7.10	Recommendations to Governing Body	
Charter	7.50.B	Appointed entities	4.100
General	7.300	Reconciliations	5.50.H
Legal	7.10	Record Copy	xvii
Other agencies	Appendix A	Recordings – See also <i>Tape Recordings</i> and <i>Video</i>	
Outdated, superseded	Appendix A	Crime scene	17.90.B
Proof of	7.10	Dispatch	17.105
PUDs	11.30	Governing body	8.220
Purchase		Police field contacts	17.90K
Orders	5.300.H	Surveillance of election areas	3.135
field	5.300.H	Vehicle systems	17.90.FF
Property	16.10	Records	
Requisitions	5.300.H	Checks	17.90.W
Purchasing	5.300	Compliance certificates	7.340
Control forms	5.300.H	Computer	6.50
Policies	5.300.G	Default retention	xvii
Solicitations	5.300.I	Destruction	xv, Appendix E
<b>-Q-</b>		Duplicate copies	xvii
Quarterly Reports	7.330.D	Expungement	17.90.I
Appointed entities	4.110.C	Finding aids	7.310
Budget	5.100.C	Format	xv
Payroll	15.170.I	Media	xv
Questionnaires – Routine	7.390	Open records requests	7.235
Quiet Title Actions	16.10	Retention schedules	7.340
Quit Claim Deeds	16.50	Recreation	
<b>-R-</b>		Districts	7.365
Radiation Exposure	15.120.C	Passes	7.270.B
Radio System Licenses – FCC	6.40	Programs	7.270.G
Railroads		Recruitment Procedures	15.200.A
Crossings	10.120.B	Redevelopment Projects	7.280.A
Municipal operations on right-of-way	10.120.A	Reference – Technical and General	7.140.D
Railroads		Referendum Petitions	3.110.I
Systems	10.120.C	Referrals from Other Jurisdictions	11.140
Rate Schedules	5.150.A	Registers	
Utility billing	5.360.H	Bond issue	5.80.D
"Read Only" Copies	7.90.D	Building permit	1.190
		Certificate of deposit	5.260.C
		Checks	5.50.C

*COLORADO SPECIAL DISTRICTS RECORDS RETENTION SCHEDULE*

<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Licenses	12.40.B	County treasurer	5.330.E
Payroll	15.170.K	Daily	7.330.B
Permits	12.40.B	Departmental	7.330
Property tax	5.340.G	Employee longevity	15.170.E
Records	7.310	EEO-4	15.60.A
Sales tax	5.270	Expenditure	5.330.G
Registration Receipts	5.20.C	Final project	7.280.A
Regulations		Financial	5.330
Animal	7.320	Fixed asset – annual	5.180.B
Building	7.320, 11.150	General	7.330
Cemetery	7.320	municipal	7.380
Development	7.320, 11.150	Incident	17.90.B
General	7.320	Inspection – vehicles/equipment	6.110.A
Land use	11.150	Investment	5.260.F
Planning	11.150	Monthly	4.110.B, 7.330.C
Railroads	10.120.C	Offense	17.90.B
Stormwater	7.320	Payroll	15.170
Water	10.310.L	Police	17.90
Zoning	7.320	Project	7.280.A
Regulatory		Revenue	5.330.G
Actions	7.150.A	Quarterly	4.110.C, 7.330.D
Compliance	15.60	S.A.R.A. Tier II	17.70.L
Rehabilitation Projects	7.280.A	Soil condition	1.150.C
Remonstrances	7.80	Street system	10.200.B
Rental Receipts	5.20.C	Structure inspection	1.150
Reorganization Studies	7.240	Water	
Repairs – Municipal Property	7.280.A, 16.110.C	consumption	10.290.O
Replacement Ballots	3.30	quality	10.300
Unused	3.65.A	Weekly	7.330.E
Replats	11.30	Requests	
Reports		For proposals (RFPs)	5.300.I
Actuarial	15.180.A	For quotations (RFQs)	5.300.I
Analytical – water and sewer	10.300.A	Open records	7.235
Annual	7.330.A	Release of police information	17.90.X
activity	7.330.A	Routine	7.80
appointed entities	4.110.A	Service – fire	17.70.K
financial	5.330.A	Rescues	17.70.B, H
operations	7.330.A	Reservation Sheets	7.270.B
published – municipality	7.300	Reservoirs	10.310.C
water and wastewater treatment	10.300.B	Projects	7.280.A
Appointed entities	4.110	Residential Building Plans	1.80.B
Audit	5.40.B	Resignations	
Bills allowed	5.10.C	Appointed entities	4.20.A
Boards and commissions	4.110	Employees	15.70
Bridge	10.190.A	Governing body	8.100
Budget	5.100.C	Resolutions	8.200
Building		Resubdivisions	11.30
activity	1.210	Retention Schedules	7.340
inspection	1.150	Retirement	
Campaign	3.40	Files	15.180.D
Cash	5.20.C	Plans	15.40.B
Reports		Returns – Sales and Use Tax	5.340.I
Census	11.20.B	Revenue	
Claims	5.240.B	Monthly distribution report	5.340.B
Comprehensive annual financial	5.40.B	Reports	5.330.G
Consumer confidence	10.300.C	Sharing	5.210.B

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Rezoning	11.190.B	Schematics – System	10.90
Ride Along – Police	17.90.Y	Scrapbooks	9.120
Liability waivers	7.270.D	Seal – Municipal	9.130
Right-of-Way	16.60	Security	16.155
Railroad	10.120.A	Access system	16.155.A
Vacation	10.260	Computer	6.50.D
Rivers	10.310.D	Deposit – utilities	5.360.I
Road and Bridge Program	5.210.D	Guard licensing	12.20.D
Roadway Projects	7.280.A	Videotapes	16.155.C
Rodeos	7.110	Seizure Fund	17.90.Z
Room Reservations	7.270.B	Senior Citizen Programs	7.270.G
Routes		Support groups	7.120
Maps	10.240.A	Seniority Systems	15.170.B
Snow	10.190.L	Service	
Truck	10.190.S	Orders – utility	5.360.J
Routing Documents	Appendix A	Requests	7.80
Rulemaking – State and Federal	7.150.A	Volunteer workers	15.290.B
Rules		Setbacks	11.160
Cemetery	7.320	Settlements – Litigation	13.70
General	7.320	Severance Tax	5.210.D
Policies and procedures	7.260.C	Sewer System – See <i>Water and Sewer System</i>	
Run-Off	11.90	Shutoffs – Utility	10.250.G
Run Sheets – Fire and Rescue	17.70.H	Sidewalk	
<b>-S-</b>		Engineering	10.200
		Improvement districts	5.230
		Layout	10.200
Safety		Sign	
Commercial drivers' license	15.120.A	Codes	11.150
Committee	7.70.A	Construction and installation	1.220
Equipment	6.110	Damage	16.110.B
Fleet	6.110	Permits	1.220
Personnel	15.120	Signalization	10.190.R
Policies	7.260.C	Signature Certificates	
Procedures	7.260.C	Employees – clerk and treasurer	15.240
Training manuals	15.120.H	Mayor	8.210
Vehicles	6.110	Sister City Programs	7.270.I
Salary		Site Plans	11.30
Documentation	15.70	Site Specific Development Plans	11.30
Surveys	15.170.L	Sludge	
Sale of Property	16.150	Application	10.300.L
Sales Tax Collection	5.340.I	Permit reviews	11.70.A
Sample Ballots	3.30	Permits	10.300.L
Sanitation District	7.365	Preparation	10.300.L
Sanitary Surveys – Treatment System	10.300.K	Sites	10.300.L
S.A.R.A. Tier II Reports	17.70.L	Snow Removal	10.190.L
Savings Bonds	5.260.G	Social Security	15.40.B
Schedule			
Building permit fee	5.150		
Fee	5.150.A	Software	
Rate	5.150.A	Licenses	6.50.G
utilities	5.360.H	Management	6.50.G
Records retention	7.340	Manuals	6.50.G
Scheduling Notes	7.90.A	Site licenses	6.50.G

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Soil Condition Reports	1.150.C	New hire reporting compliance	15.60.F
Solicitations – Bids	5.300.I	Of the city address	7.290
Solid Waste Management	10.150	Revenue programs	5.210.D
Cash receipts	5.20	Statements	
Dump tickets	10.150.A	Accounts payable	5.10.C
Landfill locations	10.150.B	Bank	5.50.B
Special		investments	5.260.A
Districts	7.365	Issued by municipality	5.20.F
Events and use permits	12.30.X	Utility billing	5.360.K
Events license – alcohol beverages	12.20.A	Statistics	
Uses	11.120	Fire Department	17.75.D
Specifications		Library circulation	7.270.E
Bid	5.300.I	Stocks and Bonds	5.260.H
Job	15.150.E	Storage Tanks – Regulated Substances	11.70.D
Project	7.280.A	Above ground	11.70.D
Specimen Bonds	5.80.A	Underground	11.70.D
Speeches	7.290	inspections	11.70.D
Spoiled Ballots	3.30	leaking	11.70.D
Spreadsheets – Preliminary	5.380	permits	11.70.D, 12.30.BB
Staff Meetings	7.70	Stormwater	
Standard Operating Procedures	7.260.C	Basins	11.90.A
Standards		plans	11.130
Building	7.320, 11.150	Drainage system	11.90.A
Cemetery	7.320	Improvement districts	5.230
Commercial	11.150	Projects	7.280.A
General	7.320	Streams	10.310.D
Land use	11.150	Street	
Mobile homes	7.320	Address assignments	1.240, 10.200
Planning	11.150	Alignment	10.200
Sewer line installation	7.320	Arterial system	10.200.B
Sidewalk construction	7.320	Bridge inspections	10.190.A
Stormwater	7.320	Cleaning	10.190.O
Street construction	7.320	Closings	1.240
Streetscape	7.320	Closures	10.190.F
Standards (cont'd)		Construction – major	10.200
Water	10.310.L	Crosswalks	10.190.D
line installation	7.320	Cut permits	12.30.Y
testing	10.300.A	Dedications	1.240
State		Design	10.200
Archives		Drainage problem history	10.200
approval	Appendix C	Engineering	10.200
compliance certificates	7.340	Grades	10.200
records retention schedules	7.340	High accident locations	10.190.G
Bid list	5.300.J	Highway users tax fund	5.210.D
Highway Department		Improvement districts	5.230
improvement project	10.190.B	Intersection design	10.200
maintenance contract	10.170	Layout	10.200
policy issues	10.170	Lighting	10.190.Q
railroad crossing hearings	10.120.B	Maintenance – major	10.200
signalization	10.190.R	Map – system	10.200
standards	10.120	Master plan	7.380
State		Miles in system	10.200.B
Highway Department		Name assignments	1.240
system	10.170	Street (cont'd)	
Legislation – proposed	7.150.A	Numbering	1.240
lobbying	8.80	Operations	10.190
		Parking	10.190.J
		Permits	12.30

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Planning	10.200	Tally Lists	3.140.C
Problem histories	10.200	Tanks – Storage	11.70.D
Projects	7.280.A	Tap – Water and Sewer	10.290.K
Renaming	10.190.I	Tape Recordings – See also <i>Recordings</i>	
Right-of-way acquisition	10.200	Field contact reports – police	17.90.K
conveyances	16.60.A	Governing body	8.220
Snow removal	10.190.L	Public relations	7.290
Speed zones	10.190.M	Study sessions	4.105.C
State highways – See <i>State – Highway Department</i>		Task Forces	
Striping	10.190.R	Appointed by municipality	Schedule 4
Sweeping	10.190.O	Internal	7.70
System	10.200.B	Tax	
Traffic markings	10.190.R	Collection	5.340
Truck routes	10.190.S	Licenses issued to municipality	5.340.F
Vacation	10.260	Payroll	15.170.J
Weather observation	10.190.T	Receipt stubs – assessments	5.230.D
Streetscape		Taxes – See Specific Taxes; i.e., <i>Sales Tax</i>	
Plans	11.130	Taxicab Service	10.240
Standards	7.320	Teams – Internal	7.70
Striping – Traffic	10.190.R	Technical Reference Files	7.140.D
Structure		Telephone	
Inspections	1.150	Logs	7.140.B
Municipal	16.30	Messages	Appendix A
Municipal government	7.240	System	
Records	Schedule 1	Emergency 9-1-1	17.60.A
Studies	7.380	encroachments	12.30.H
Feasibility	7.380	municipal buildings	6.160
Land use	7.380, 11.130	Television – See <i>Cable Television Service</i>	
Planning	7.380, 11.130	Temporary Use Permits – NCWCD	10.310.H
Published	7.300	1099 Forms	5.10.G
Study Sessions		Terminology	Appendix B
Recordings		Test Results	
appointed entities	4.105.C	Chemical blood	17.90.H
governing body	8.185.C	Commercial Driver's License	15.120.A
Subdivisions	11.30	Lie detectors	17.90.H
Minor	11.30	Tests – Employment	15.150.D
Regulations	7.320, 11.150	Time Sheets	15.170.M
Standards	7.320	Titles – Vehicle	6.200
Subject Files – General	7.140	Topographic Maps	10.90
Sump Pump Equipment	6.60	Towers – Communication	12.30.D
Supplements – Code	7.60.B	Toxic Sites	11.70.E
Support Groups	7.120	Trade	
Surplus Property	5.180.H	Journals	Appendix A
Surveillance Recordings – See <i>Recordings</i>		Of property	16.150
Surveys		Trademark Records	9.130
Conducted by municipality	7.395	Traffic	
Routine	7.390	Code adopted by reference	7.60.A
Surveying Records		Traffic (cont'd)	
Bench marks	10.200.A	Events – impact	10.190.F
Field survey notes	7.180	Flow	10.190
<b>-T-</b>		Marking	10.190.R
Tabulation	3.140	Operations	10.190
Abstract of election	3.140.A	Rerouting	10.190.F
Test results	3.140.B		

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Signalization	10.190.R	Update Request Form	Appendix D
Weather observation	10.190.T	Urban	
Trailer Inspections	1.150.D	Drainage District	7.365
Training		Growth area plans	11.130
Commercial driver's license	15.120.A	Renewal authority	Schedule 4
Manuals – health and safety	15.120.H	governing body as	8.70
Materials	7.400	Use	
Orientation		Permits	12.30.CC
employees	15.270	Tax collection	5.340.I
governing body	8.170	Uses	
Police	17.90.BB	Accessory	11.120
Transaction Journal – Sales and Use Tax	5.340.I	Conditional	11.120
Transient Vendor Licensing	12.20.D	Nonconforming	11.120
Transitory Documentation	7.90.D	Permitted	11.120
Transfer of Property	16.150	Special	11.120
Transmittal Letters	Appendix A	Temporary	12.30.CC
Transportation System		USGS	
Plans	7.380, 11.130	Elevation bench marks	10.200.A
Route maps	10.240.A	Topographical maps	7.180
Services	10.240	Utility Billing	5.360
Studies	7.380	Account history	5.360.A
Trash Violations	11.180.C	Adjustment records	5.360.B
Treasury Bills and Notes	5.260.I	Billing journals	5.360.C
Treatment – Water and Sewer	10.300	Meters	5.360.F
Trees		Notices, nonpayment	5.360.G
Damage	16.110.B	Rates	5.360.H
Inventory	16.160.A	Security deposit	5.360.I
Trial Balances	5.50.J	Service orders	5.360.J
Trigger Dates	xviii	Statements	5.360.K
Truck Route Designations	10.190.S	Trouble orders	5.360.J
Trust Funds	5.200.B	Turn-off orders	5.360.J
Tuition Reimbursement	15.70	Utility Features	
Turbidity Reports	10.300.A	As-built drawings	10.250.B
<b>-U-</b>		Connections	10.250.E
Unclaimed Property	5.180.E	Cross-Connections	10.290.C
Undeliverable		Disconnections	10.250.D
Ballots	3.30	Encroachment permits	12.30.H
Mailings	7.160.F	Installation	10.250.E
Underground		Lines	10.250.G
Storage tanks		Locates	16.165
inspections	11.70.D	Locations	10.250.G
leaking	11.70.D	Mains	10.250.G
permits	11.70D, 12.30.BB	Manholes	10.250.G
Utility lines	10.250	Maps and drawings	10.250.G
Water rights and supply	10.310.F	Projects	7.280.A
Unemployment Insurance	15.280	Shut-off locations	10.250.G
Uniform		Valves	
Codes	7.60.A	locations	10.250.G, 10.290.N
Unsafe Buildings	1.150.E	specifications	10.290.N
Unused Ballots	3.30	Water line maintenance and repair	10.290.P
Replacement – mail	3.65.A	Utility Locate Requests	16.165
		Utility Projects	7.280.A
		<b>-V-</b>	
		Vacancies – Governing Body	8.30

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Vacations		Registration list	3.120.B
Alley	10.260	Signature forms	3.120.D
Easements	10.260	Vouchers	5.300
Plats	11.30		
Rights-of-way	10.260	<b>-W-</b>	
Street	10.260		
Valves		W-2 Forms	15.170.O
Locations	10.250.G, 10.290.N	W-4 Forms	15.170.P
maintenance	10.290.N	W-9 Forms	5.10.K
requests	16.165	Wage-Rate Tables	15.170.N
specifications	10.290.N	Waivers – Liability	7.270.D
Maintenance and repair	10.290.N	Ward Boundary Maps	3.70, 7.180
Variances, Fire Department	17.75.A	Warning Systems	6.60
Variances	11.160	Warranties	6.210
Water and sewer treatment	10.300.M	Warrants	
Water use	10.290.P	Checks	5.10
Vehicle	Schedule 6	Warranty Deeds	16.50
Driver inspection reports	6.110.A	Wastewater – See <i>Water and Sewer System</i>	
Fire	Schedule 6	Watchers – Oaths	3.100
Histories	6.180	Water – See also <i>Water and Sewer System</i>	
Maintenance	6.180	Acquisition	10.310.A
documentation	6.110.B	Adjudication	10.310
Registrations	6.190	Associations	7.120
Safety	6.110	Bond Issues	5.80.A
Titles	6.200	Conservancy districts	10.310.H
Video recording systems	17.90.FF	Conservation	10.310.L
Warranties	6.210	within municipality	10.290.P
Vendor		Consumer confidence report	10.300.C
Files	5.10.J	Consumption – water	10.290.O
Licensing	12.20.D	Court proceedings	10.310.A
Lists	5.300.K	Dams	10.310.C
1099 Forms	5.10.G	Decrees	10.310.J
Ventilation Systems – Municipal	6.60	Dedication of rights	10.310.L
Vested Property Rights	11.170	District	7.365
Video – See also <i>Recordings</i>		Ditch records	10.310.B
Election areas	3.135	Enterprise board	8.70
Historical value	9.100	Flow measurements	10.310.D
Public relations	7.290	Irrigation companies	10.310.B
Recordings of meetings		Lakes	10.310C
governing body	8.220	Meters	5.360.F
Security	16.155.C	policies	10.310.L
Sewer inspection	10.290.J	Modeling and forecasting	10.310.K
Water inspection	10.290.P	Offers	10.310.A
Violations		Policies	10.310.L
Building code	1.250	Pressure	10.290.P
Code	11.180	Projects	7.280.A
Land use	11.180.A	Quality	10.300.A
Nuisances – land use	11.70.C	monitoring	10.310.M, 11.90.A
Trash	11.180.C	Rates	5.360.H
Weed	11.180.C	Raw	10.310.L
Volunteer Workers		Regulations	10.310.L
Recognition	15.290.A	Rental	
Service	15.290.B	offers	10.310.A
Voted Ballots	3.30	surplus irrigation	10.310.N
Voter		Reservoirs	10.310.C
		Rights	10.310.A

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
Rivers	10.310.D	Production – water	10.290.P
Sale	10.310.A	Projects	7.280.A
Source of supply	10.310	Radiological analysis	10.300.A
Standards	10.310.L	Reports	
Stock certificates	10.310.O	distribution and production	10.290.P
Storage inspection	10.290.P	operations	10.300.B, I
Streams	10.310.D	Samples	10.300.A
Surface rights	10.310.D	Sand trap inspections	10.300.F
Transfer	10.310.A	Sewage – composite samples	10.300.A
Underground	10.310.F	Sewer inspection	10.290.J
Use restrictions	10.290.P	Sludge application	10.300.L
Water and Sanitation		Storage – water	10.290.P
Districts	7.365	Taps	
General	10.280	outside users	10.290..K
Maps and drawings	7.180	sewer	10.290.K
Projects	7.280.A	water	10.290.K
Water and Sewer System – See also <i>Water</i>		Tests	
Agreements – service	7.20	analytical	10.300.A
Analysis – system	10.290.P	backflow prevention device	10.290.J
Analytical reports	10.300.A	sewage – weekly	10.300.A
Backflow prevention device test	10.290.J	sewer	10.290.J
Bacteriological quality analysis	10.300.A	smoke test	10.290.J
Calibration – equipment	10.300.F	standards – water tests	10.300.A
Capacity – plant	10.300.I	water system	10.290.P
Chemical analysis	10.300.A	X-ray	10.290.J
Chlorination	10.300.A	Treatment	10.300
Compliance – drinking water	10.300.D	chlorination reports	10.300.A
Connections	10.290.E, K	Turbidity reports	10.300.A
Contaminants	10.300.A	Use restrictions	10.290.P
Copper analysis	10.300.A	Valves	10.290.N
Corrective actions	10.300.D	Water storage inspection	10.290.P
Cross-connection control survey	10.290.C	Weather	
Discharge		Modification	10.310.P
inspections	10.300.E	Observation	10.190.T, 10.310.P
monitoring	10.300.E	Sensors	10.310.P
permits	10.300.E	Website Development	6.50.H
Disconnections	10.250.D	Website – GIS	7.180.A
Distribution	10.290.P	Weed	
Domestic septage	10.300.L	Control	11.70.B
Effluent	10.300.L	Violations	11.180.C
Enterprise board	8.70	Weekly Reports	7.330.E
Equipment maintenance	10.300.F	Wells	
Filter plant logs	10.300.I	Gas drilling	11.70.A
Industrial pretreatment permits	10.300.G	Locations – water	10.310.Q
Inspections		Oil drilling	11.70.A
sand trap	10.300.F	Permits	10.310.R
sewer	10.290.J	Water	10.310.F
video	10.290.J, 10.290.P	Wetlands	
water	10.290.P	Fill	11.70.F
Installation	10.250.E	Protection	11.70.F
Lead analysis	10.300.A	Removal	11.70.F
Lines – water, maintenance and repair	10.290.P	Wiring – Computer Systems	6.50
Meters	5.360.F	Withdrawal from Nomination	3.80.C
Odor complaints	10.300.A	Work	
Operational reports	10.300.I	In public way – permits	12.30.T
Operator	15.70	Orders	
Oversizing	7.280.A	equipment	6.220
Plant capacity	10.300.I		
Pressure measurements – water	10.290.P		

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<i>Records Description</i>	<i>Schedule/Item No</i>	<i>Records Description</i>	<i>Schedule/Item No.</i>
property repair	16.180		
vehicles	6.220		
Papers			
audit	5.40.C		
budget	5.100.D		
Permits – public way	12.30.T		
Schedules	15.300.A		
Workers' Compensation	15.310		
Worksheets			
Financial – preliminary	5.380		
General	7.410		
Short-term value	7.90.D		
<b>-Y-</b>			
Youth Programs	7.270.G		
Support groups	7.120		
<b>-Z-</b>			
Zones			
Enterprise	11.60.C		
Speed	10.190.M		
Zoning			
Annexations	11.10, 11.190.A		
Board of Adjustment	Schedule 4		
Board of Appeals	Schedule 4		
Certificates	11.190.C		
Districts	11.190.A		
maps	7.180, 11.100		
Initial	11.190.A		
Maps	11.190.A		
Petitions	11.190.A		
Regulations	7.320, 11.150		
Rezoning	11.190.B		